

SAMPLE BUDGET ITEMIZATION
Household Hazardous Waste Grant (16th Cycle)
(Directions/Sample Format)

Applicant _____

Category	Amount
Design of Permanent Collection Facility: <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Permanent Collection Facility Design Budget category and indicate corresponding Work Plan Objective <ul style="list-style-type: none"> ○ e.g. soil percolation and ground strength testing for proposed site* – Objective #1) ○ <u>Personnel:</u> (Include all individual staffing costs related to the Permanent Collection Facility Budget category – both internal and/or external <ul style="list-style-type: none"> ○ e.g. Recycling Coordinator # hours X \$ rate - Objective #1) 	<div style="text-align: center;">(include amounts)</div> <hr/> <div style="text-align: center;">(include category total)</div>
Construction of Permanent Collection Facility : <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Permanent Collection Facility Budget Construction category and indicate corresponding Work Plan Objective <ul style="list-style-type: none"> ○ e.g. Storage unit for drums* , safety equipment* – Objective #1) ○ <u>Personnel:</u> (Include all individual staffing costs related to the Permanent Collection Facility Budget category – both internal and/or external <ul style="list-style-type: none"> ○ e.g. Recycling Coordinator # hours X \$ rate - Objective #1) 	<div style="text-align: center;">(include amounts)</div> <hr/> <div style="text-align: center;">(include category total)</div>
Upgrade of Existing Permanent Collection Facility : <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Permanent Collection Facility Upgrade Budget category and indicate corresponding Work Plan Objective <ul style="list-style-type: none"> ○ e.g. Storage unit for drums* , safety equipment* – Objective #1) ○ <u>Personnel:</u> (Include all individual staffing costs related to the Permanent Collection Facility Budget category – both internal and/or external <ul style="list-style-type: none"> ○ e.g. Recycling Coordinator # hours X \$ rate - Objective #1) 	<div style="text-align: center;">(include amounts)</div> <hr/> <div style="text-align: center;">(include category total)</div>
Innovative Public/Private Partnership Program: <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Innovative U-waste Reduction/Collection Program Budget category and indicate corresponding Work Plan Objective) ○ <u>Personnel:</u> (Include all individual staffing costs related to the Temporary Mobile Collection Budget category – both internal and/or external) 	<div style="text-align: center;">(include amounts)</div> <hr/> <div style="text-align: center;">(include category total)</div>

*Copies of bids/estimates attached.

Round Budget line items to the nearest whole dollar.

Temporary or Mobile Collection Program: <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Temporary or Mobil Collection Budget category and indicate corresponding Work Plan Objective) ○ <u>Personnel:</u> (Include all individual staffing costs related to the Temporary Mobile Collection Budget category – both internal and/or external) 	<div>(include amounts)</div> <div></div> <div>(include category total)</div>
Residential Collection: <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Residential Collection Budget category and indicate corresponding Work Plan Objective) ○ <u>Personnel:</u> (Include all individual staffing costs related to the Residential Collection Budget category – both internal and/or external) 	<div>(include amounts)</div> <div></div> <div>(include category total)</div>
Publicity & Education: <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Publicity & Education Budget category and indicate corresponding Work Plan Objective) ○ <u>Personnel:</u> (Include all individual staffing costs related to the Publicity & Education Budget category – both internal and/or external) 	<div>(include amounts)</div> <div></div> <div>(include category total)</div>
Personnel: (Program Planning, Management, and Administration) (Include detail of individual staff costs that relate <u>only</u> to program planning, management, and administration e.g. Recycling Coordinator # hours X \$ rate for grant administration)	<div>(include amounts)</div> <div></div> <div>(include category total)</div>
Other: (Include any costs not directly attributed to above categories - e.g. travel, etc.)	<div>(include amounts)</div> <div></div> <div>(include category total)</div>
Indirect Costs: (Not to exceed 10% of HD 16 total)	<div>(include amounts)</div> <div></div> <div>(include category total)</div>
Budget Total	<div>(include Budget total)</div> <div></div>